

# MONROE COUNTY, FLORIDA

## JOB DESCRIPTION

Position Title: SR. BUDGET

Date: 8-7-01

ANALYST

Position Grade: 9

FLSA Status: Non Exempt

Job Code: 9-25

### GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) Sr. Budget Analyst main functions are to aid in the preparation of the budget, prepare resolutions which affect the budget throughout the year, prepare reports showing where departments stand as related to their budgets and analytical work on special projects.

### KEY RESPONSIBILITIES

1. \* Budget review, Key & Proof.
2. \* Preparing and proofing B.O.C.C Resolutions.
3. \* Prepare Financial Management Report for BOCC meetings.
4. Preparation of Financial Presentations.
5. Analytical work for Special Projects.
6. Approve transfers and PAF's in absence of Budget Director and other extraordinary circumstances.
7. Research ways to improve budget document within GFOA standards.
8. \*Review contracts.
9. Assist Budget Director with TRIM (Truth in Millage) process.
10. Coordinate cost allocation information with consultant.
11. Monitor contracts whose responsibility falls under budget section.
12. \*Serve as a lead role over the Staff Assistant position.

**\*Indicates an essential job function**

**KEY JOB REQUIREMENTS**

**Education:** Bachelor's degree required.

**Experience:** 2 years to 3 years minimum amount of prior related work experience.

**Impact of Actions:** Makes recommendations or decisions which usually affect the assigned department, but may at Times affect operations, services, individuals, or activities of others outside of the assigned department.

**Complexity:** Analytic: Work is non-standard and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.

**Decision Making:** Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project .

**Communication with Others:** Requires regular internal and external contacts to carry our programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

**Managerial Skills:** Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

**Working Conditions/** Normal office situation/Typically sitting at a desk or table  
**Physical Effort:**

**Position Title:** Sr. Budget Analyst

**Job Code:**

**Position Grade:** 9

**APPROVALS**


*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature:  Date: \_\_\_\_\_

*On this date, I have received a copy of my job description relating to my employment with Monroe County:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_